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**April 27, 2007**

\*\*This edition of the COD Processing Update will remain on the [COD Web site](#) until a new edition is posted. We will notify schools via a COD Web Message when a new edition has been posted.\*\*

## ***Direct Loan Program***

### **COD News**

#### **COD System Maintenance Planned For Sunday, April 29, 2007 (04/25/07)**

The COD System will undergo routine maintenance on Sunday, April 29, 2007 from 1:30 A.M. until 8:00 A.M. (ET). In addition, the Student Aid Internet Gateway (SAIG) will be unavailable from 3:00 A.M. until 11:00 A.M. (ET) due to its regular Sunday morning maintenance. The impact of these overlapping outages is as follows:

- Users will not be able to submit or retrieve data via the COD Web site between 1:30 A.M. and 8:00 A.M. (ET).
- Batches submitted by schools via the SAIG between 1:30 A.M. and 3:00 A.M. (ET) will be held and not acknowledged back to schools until after the SAIG comes back up at 11:00 A.M. (ET).
- Schools attempting to transmit batches via the SAIG between 3:00 A.M. and 11:00 A.M. (ET) will receive an error message informing them that the SAIG is unavailable and that the data must be transmitted at a later time.

Federal Student Aid apologizes for any inconvenience these outages may cause. If you have any questions about the COD System, contact the COD School Relations Center. If you have any questions about the SAIG, contact CPS/SAIG Technical Support at 800/330-5947 or by e-mail at [CPSSAIG@ed.gov](mailto:CPSSAIG@ed.gov).

#### **Extended Direct Loan Electronic MPN Web Site Outage For Sunday, April 29, 2007 (04/25/07)**

As a reminder, the Direct Loan Electronic Master Promissory Note (MPN) Web site is unavailable every Sunday morning from 5:00 A.M. until 11:00 A.M. (ET) while routine maintenance is performed. During this period, individuals are not able to complete new MPNs electronically or retrieve existing MPNs that were completed electronically.

Due to the need for additional maintenance on Sunday, April 29, 2007, the Direct Loan Electronic MPN Web site will be unavailable for an extended period of time from 1:30 A.M. until 11:00 A.M. (ET). Individuals starting the process by 12:30 A.M. (ET) on Sunday, April 29, 2007 will be able to complete their MPNs before the Web site becomes unavailable. Individuals attempting to access the Web site after the cutoff time will see a Web site maintenance message and will not be able to start the process or retrieve an existing MPN.



Federal Student Aid apologizes for any inconvenience this outage may cause. If you have any questions, contact the COD School Relations Center.



### Unlocking and Resetting COD Web Site Passwords (04/27/07)

COD would like to remind COD Web site users that Security Administrators (COD Web site User Level 5) are able to unlock and reset passwords for the users (User Level 1-4) they established at their school or organization. However, if the Security Administrator needs his or her password unlocked or reset, the Security Administrator must contact the COD School Relations Center.

In order to unlock users, a Security Administrator should log in to the [COD Web site](#) and complete the following steps:

- Step 1: From the Welcome to Common Origination & Disbursement Web Site screen, click on the User tab on the blue bar at the top of the screen. The User Search screen displays.
- Step 2: Enter the search criteria for the user and click on the submit button at the bottom of the User Search screen. The Search Results screen displays and lists users that match the search criteria.
- Step 3: On the Search Results screen, select the name of the user that needs to be unlocked. The User Information screen displays.
- Step 4: Click on the Modify button at the bottom of the User Information screen. The Update User Profile screen displays.
- Step 5: The Locked Out box on the Update User Profile screen contains a checkmark. Click on the Locked Out box to remove the checkmark.
- Step 6: If a new temporary password is not needed, skip this item and go to Step 7. If a new temporary password is needed, enter the new temporary password in the New Password field. Then re-enter the new password in the Re-enter New Password field to confirm. The user will need to change this password to one of his or her choosing.
- Step 7: Click on the submit button at the bottom of the Update User Profile screen. The Update Your Profile screen displays.
- Step 8: On the Update Your Profile screen, click on the Submit button to confirm the updates made to the user's profile.

This information is also posted on the COD Web site in a document entitled "Unlocking And Resetting COD Web Site Passwords." To access the document *before* you log in to the Web site, click on the "Click here if you are looking for more information on Common Origination and Disbursement" Link. To access the document *after* you log in to the Web site, click on the "Today's Update" link at the bottom of the page.

Schools can refer to the Electronic Announcement on the IFAP Web site, <http://www.ifap.ed.gov/eannouncements/0201UpdatedCODWebsiteSchools.html>, for information regarding COD Web site access. Third party servicers can refer to the Electronic Announcement on the IFAP Web site at <http://www.ifap.ed.gov/eannouncements/UpdatedCODWebsiteThirdPartyServ.html>.

### **GAPS Functionality Restored [04/25/07 (Updated 04/26/07)]**

On April 24, 2007, the Department of Education (the Department) experienced Department-wide network connectivity problems that impacted the Grant Administration and Payment System (GAPS) hotline and e-Payments Web site. In addition, the network connectivity problems resulted in the Department being delayed in processing Current Funding Level (CFL) changes and funding requests submitted to the COD System between 10:30 P.M. (ET) on Monday, April 23, 2007 and 10:30 A.M. (ET) on Tuesday, April 24, 2007.

The Department has resolved the network connectivity problems, and normal GAPS operations have resumed. The Department has also caught up on all financial processing that was affected by the network connectivity problem.

Thank you for your understanding and patience while the Department resolved the network connectivity problems. The Department apologizes for any inconvenience the delay in financial processing will cause schools. If you have any questions, contact the COD School Relations Center.

### **Federal Student Aid Implementing 2007-2008 Federal Pell Grant Functionality in EDEExpress 2007-2008, Release 3.0 (04/25/07)**

Federal Student Aid has posted [an Electronic Announcement on the Information for Financial Aid Professionals \(IFAP\) Web site](#) that provides schools with the details related to its plans for updating the appropriate modules in EDEExpress for Windows 2007-2008 with the 2007-2008 Federal Pell Grant (Pell Grant) amounts. As explained in the [April 25<sup>th</sup> announcement](#), the EDEExpress 2007-2008, Release 2.0 Pell module will not calculate Pell Grant awards according to the updated 2007-2008 Pell Grant payment and disbursement schedules. On May 18, 2007, Federal Student Aid plans to post EDEExpress 2007-2008, Release 3.0, an upgrade version that will incorporate the 2007-2008 Pell Grant changes into EDEExpress Global, Packaging, and Pell functionality.

As explained in the "2007-2008 Federal Pell Grant Payment And Disbursement Schedules" item in the COD Processing Update, Federal Student Aid plans to update the 2007-2008 COD System with the 2007-2008 Pell Grant payment and disbursement schedules during the period May 11-12, 2007. Until the 2007-2008 COD System is updated with the Pell Grant payment and disbursement schedules, the COD System will *reject* origination and anticipated disbursement records for 2007-2008 Pell Grant awards. While the COD System will *accept* origination and anticipated disbursement records for 2007-2008 Pell Grant awards after completion of the COD System update on May 12, 2007, ***a school should delay its creation and submission of Pell Grant origination (and corresponding anticipated disbursement) records in EDEExpress 2007-2008 until after it has upgraded to EDEExpress 2007-2008, Release 3.0.***

For complete information about how to better prepare for the implementation of EDEExpress 2007-2008, Release 3.0, refer to the [April 25<sup>th</sup> announcement](#).



## **Reports and Data Requests**



### **NOTICES**

This section contains important notices regarding reports and/or data requests. While we encourage you to review this section, note that some schools may not be impacted by the information presented below.

- Direct Loan Rebuild File—

Schools in need of this file should contact the COD School Relations Center.



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## *ACG, National SMART Grant, and Pell Grant Programs*

### COD News

#### **COD System Maintenance Planned For Sunday, April 29, 2007 (04/25/07)**

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Federal Student Aid apologizes for any inconvenience these outages may cause. If you have any questions about the COD System, contact the COD School Relations Center. If you have any questions about the SAIG, contact CPS/SAIG Technical Support at 800/330-5947 or by e-mail at [CPSSAIG@ed.gov](mailto:CPSSAIG@ed.gov).

#### **Unlocking and Resetting COD Web Site Passwords (04/27/07)**

COD would like to remind COD Web site users that Security Administrators (COD Web site User Level 5) are able to unlock and reset passwords for the users (User Level 1-4) they established at their school or organization. However, if the Security Administrator needs his or her password unlocked or reset, the Security Administrator must contact the COD School Relations Center.

In order to unlock users, a Security Administrator should log in to the [COD Web site](#) and complete the following steps:

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- Step 3: On the Search Results screen, select the name of the user that needs to be unlocked. The User Information screen displays.
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Schools can refer to the Electronic Announcement on the IFAP Web site, <http://www.ifap.ed.gov/eannouncements/0201UpdatedCODWebsiteSchools.html>, for information regarding COD Web site access. Third party servicers can refer to the Electronic Announcement on the IFAP Web site at <http://www.ifap.ed.gov/eannouncements/UpdatedCODWebsiteThirdPartyServ.html>.



### **ACG and National SMART Grant Resources (04/27/07)**

As a reminder, the Department of Education (the Department) has posted a number of Dear Colleague Letters and Electronic Announcements that communicate regulatory, policy, and operational information related to the implementation of the Academic Competitiveness Grant (ACG) and National Science and Mathematics Access to Retain Talent Grant (National SMART Grant) programs. In addition, COD has updated the [2006-2007 COD Technical Reference](#) and the [2007-2008 COD Technical Reference](#). A school should refer to the [communications posted on the Information for Financial Aid Professionals \(IFAP\) Web site](#) and to the 2006-2007 and 2007-2008 COD technical references for complete information about the ACG and National SMART Grant programs.

More specifically, the 2006-2007 and 2007-2008 COD technical references cover all aspects of the operational implementation of the ACG and National SMART Grant programs. This includes information on the following key aspects of ACG and National SMART Grant processing:

- Financial Award ID and Financial Award Number (Award Sequence Number)  
Volume II, Section 1 "Implementation Guide"
- Citizenship and Student Level Code  
Volume II, Section 1 "Implementation Guide"



- Message Classes  
Volume II, Section 2 “Message Classes”
- Common Record Layout  
Volume II, Section 3 “Common Record Layout”
- Reports Generated by COD System  
Volume VI, Section 8 “COD Reports”
- Eligibility/Payment Reason and Rigorous High School Program Code for ACG  
Volume VI, Section 9 “Rigorous Secondary School Programs of Study, and Eligible Majors”
- Major/Classification of Instructional Program (CIP) Code for National SMART Grant  
Volume VI, Section 9 “Rigorous Secondary School Programs of Study, and Eligible Majors”

If your school needs help locating information related to the operational implementation of the ACG and National SMART Grant programs, contact the COD School Relations Center.

**Note for EDEExpress Users:** Volume III of the 2006-2007 and 2007-2008 COD technical references provides additional guidance for schools that use EDEExpress in combination with another system. If your school needs help locating information related to EDEExpress, contact CPS/SAIG Technical Support at 880/330-5947 or by e-mail at [CPSSAIG@ed.gov](mailto:CPSSAIG@ed.gov).

#### **GAPS Functionality Restored [04/25/07 (Updated 04/26/07)]**

On April 24, 2007, the Department of Education (the Department) experienced Department-wide network connectivity problems that impacted the Grant Administration and Payment System (GAPS) hotline and [e-Payments Web site](#). In addition, the network connectivity problems resulted in the Department being delayed in processing Current Funding Level (CFL) changes and funding requests submitted to the COD System between 10:30 P.M. (ET) on Monday, April 23, 2007 and 10:30 A.M. (ET) on Tuesday, April 24, 2007.

The Department has resolved the network connectivity problems, and normal GAPS operations have resumed. The Department has also caught up on all financial processing that was affected by the network connectivity problem.

Thank you for your understanding and patience while the Department resolved the network connectivity problems. The Department apologizes for any inconvenience the delay in financial processing will cause schools. If you have any questions, contact the COD School Relations Center.

#### **Federal Student Aid Implementing 2007-2008 Federal Pell Grant Functionality in EDEExpress 2007-2008, Release 3.0 (04/25/07)**

Federal Student Aid has posted [an Electronic Announcement on the Information for Financial Aid Professionals \(IFAP\) Web site](#) that provides schools with the details related to its plans for updating the appropriate modules in EDEExpress for Windows 2007-2008 with the 2007-2008 Federal Pell Grant (Pell Grant) amounts. As explained in the [April 25<sup>th</sup> announcement](#), the EDEExpress 2007-



2008, Release 2.0 Pell module will not calculate Pell Grant awards according to the updated 2007-2008 Pell Grant payment and disbursement schedules. On May 18, 2007, Federal Student Aid plans to post EDEExpress 2007-2008, Release 3.0, an upgrade version that will incorporate the 2007-2008 Pell Grant changes into EDEExpress Global, Packaging, and Pell functionality.

As explained in the "2007-2008 Federal Pell Grant Payment And Disbursement Schedules" item in the COD Processing Update, Federal Student Aid plans to update the 2007-2008 COD System with the 2007-2008 Pell Grant payment and disbursement schedules during the period May 11-12, 2007. Until the 2007-2008 COD System is updated with the Pell Grant payment and disbursement schedules, the COD System will *reject* origination and anticipated disbursement records for 2007-2008 Pell Grant awards. While the COD System will *accept* origination and anticipated disbursement records for 2007-2008 Pell Grant awards after completion of the COD System update on May 12, 2007, ***a school should delay its creation and submission of Pell Grant origination (and corresponding anticipated disbursement) records in EDEExpress 2007-2008 until after it has upgraded to EDEExpress 2007-2008, Release 3.0.***

For complete information about how to better prepare for the implementation of EDEExpress 2007-2008, Release 3.0, refer to the [April 25<sup>th</sup> announcement](#).

### **2007-2008 Federal Pell Grant Payment And Disbursement Schedules [02/22/07 (Updated 04/25/07)]**

As explained previously in a number of Electronic Announcements posted on the [IFAP Web site](#), the Revised Continuing Appropriations Resolution, 2007, (P.L. 110-5) established the minimum and maximum Pell Grant amounts for the 2007-2008 Award Year. In an [Electronic Announcement posted on March 6, 2007](#), Federal Student Aid informed schools ***that it plans to update the 2007-2008 COD System with the Pell Grant payment and disbursement schedules during the period May 11-12, 2007.***

Federal Student Aid decided to perform this update through a separate release to avoid delaying the April 13-14, 2007 implementation of COD System functionality that supports 2007-2008 award-year processing. This approach will allow Federal Student Aid to begin accepting and processing all 2007-2008 Pell Grant origination and anticipated disbursement records after it has updated the 2007-2008 COD System with the Pell Grant payment and disbursement schedules. In addition, this approach will eliminate the need for schools to resubmit Pell Grant origination and anticipated disbursement records to the COD System.

Federal Student Aid has now completed the implementation of COD System functionality that supports 2007-2008 award-year processing.

- ***Until Federal Student Aid updates the 2007-2008 COD System with the Pell Grant payment and disbursement schedules during the period May 11-12, 2007***, the COD System will *reject* origination and anticipated disbursement records for 2007-2008 Pell Grant awards.
- ***After Federal Student Aid completes the May 11-12, 2007 update to the 2007-2008 COD System***, the COD System will *accept* origination and anticipated disbursement records for 2007-2008 Pell Grant awards.

### **Notes:**



- 1) It is not necessary for the COD System to accept a 2007-2008 Pell Grant record for a student before it can accept a 2007-2008 ACG or National SMART Grant record for that student. (Federal Student Aid will perform a COD System-wide job to check for a corresponding Pell Grant award later in the award year.) Therefore, a school that wishes to submit 2007-2008 ACG and/or National SMART Grant origination and anticipated disbursement records to the COD System before the COD System begins accepting 2007-2008 Pell Grant origination and anticipated disbursement records may do so.
- 2) When a school submits a 2007-2008 Pell Grant origination or anticipated disbursement record to the COD System after May 12, 2007, the record must include a Central Processing System (CPS) transaction number for a transaction that has been designated as "Pell Grant Eligible." If the record does not include a CPS transaction number for a transaction that has been designated as "Pell Grant Eligible," the COD System will reject the record.

### ***Information for EDEExpress 2007-2008 Users:***

On April 25, 2007, Federal Student Aid posted [an Electronic Announcement](#) that provides schools with the details related to its plans for updating the appropriate modules in EDEExpress with the 2007-2008 Pell Grant amounts. As explained in the [April 25<sup>th</sup> announcement](#), the EDEExpress 2007-2008, Release 2.0 Pell module will not calculate Pell Grant awards according to the updated 2007-2008 Pell Grant payment and disbursement schedules. On May 18, 2007, Federal Student Aid plans to post EDEExpress 2007-2008, Release 3.0, an upgrade version that will incorporate the 2007-2008 Pell Grant changes into EDEExpress Global, Packaging, and Pell functionality.

While the COD System will accept origination and anticipated disbursement records for 2007-2008 Pell Grant awards after completion of the COD System update on May 12, 2007, a school should delay its creation and submission of Pell Grant origination (and corresponding anticipated disbursement) records in EDEExpress 2007-2008 until after it has upgraded to EDEExpress 2007-2008, Release 3.0. For complete information about how to better prepare for the implementation of Release 3.0, refer to the [April 25<sup>th</sup> announcement](#).

### **Federal Student Aid Online Training—COD Basics: Resolving Issues with Title IV Grants [(04/13/07 (Updated 04/25/07))]**

As previously announced, Federal Student Aid will conduct online, instructor-led training sessions on COD Basics: Resolving Issues with Title IV Grants during the period May 15-17, 2007. The response to the announcement of this beginner-level training ([ANN-07-05](#)) was very good, and all sessions are filled.

Federal Student Aid appreciates schools' interest in COD training and will inform schools of future COD training opportunities.

### **2006-2007 ACG and National SMART Grant Reconciliation Reports to Reporting Schools Beginning April 28, 2007 (04/23/07)**

As explained in [an Electronic Announcement posted on April 4, 2007](#), during the period April 13-14, 2007, Federal Student Aid implemented COD reports for the Academic Competitiveness Grant (ACG) Program and the National Science and Mathematics Access to Retain Talent Grant (National SMART Grant) Program for the 2006-2007 Award Year. Two of these reports, the Reconciliation Report and the Year-to-Date (YTD) Record, will assist schools as



they complete both the ongoing and year-end reconciliation processes for ACG and National SMART Grant awards.

The Reconciliation Report and the YTD Record for the ACG and National SMART Grant programs are just like the Federal Pell Grant (Pell Grant) versions of these reports. The Reconciliation Report is a student summary of processed records. The YTD Record contains detailed origination, disbursement, and summary information at a transaction level.

As Federal Student Aid informed schools in the [April 4<sup>th</sup> announcement](#) and earlier communications, it wants to assist schools with the reconciliation of ACG and National SMART Grant award data that schools have submitted to the COD System since ACG and National SMART Grant award processing began in December 2006. To do this, Federal Student Aid will send a 2006-2007 ACG Reconciliation Report to the Student Aid Internet Gateway (SAIG) mailboxes of all reporting schools with at least one funded 2006-2007 ACG disbursement. Likewise, Federal Student Aid will send a 2006-2007 National SMART Grant Reconciliation Report to the SAIG mailboxes of all reporting schools with at least one funded 2006-2007 National SMART Grant disbursement.

Federal Student Aid will begin sending 2006-2007 ACG Reconciliation Reports and 2006-2007 National SMART Grant Reconciliation Reports to the applicable reporting schools on April 28, 2007. Schools will receive the reports during the following week.

Complete details regarding the automatic release of 2006-2007 ACG Reconciliation Reports and 2006-2007 National SMART Grant Reconciliation Reports to schools beginning April 28, 2007 are available in [an Electronic Announcement posted on the IFAP Web site](#).

### **Reports And Data Requests**



#### NOTICES

This section contains important notices regarding reports and/or data requests. While we encourage you to review this section, note that some schools may not be impacted by the information presented below

- 2006-2007 Pell POP Reports — On April 22, 2007, COD sent duplicate 2006-2007 Pell POP Reports to some schools' Student Aid Internet Gateway (SAIG) mailboxes. COD apologizes for any inconvenience this may cause schools. (04/23/07)
- Pell Year-to-Date (YTD) Records—
  - The YTD Record can be used to assist a school with its year-end and ongoing reconciliation processes. Schools also use the YTD Record for the purpose of rebuilding a complete student record or Pell Grant database.
  - For rebuilds for the 2005-2006 and 2006-2007 Award Year, the school can submit the data request via the COD Web site or batch.

For rebuilds for the 2004-2005 and earlier award years, the school must contact the COD School Relations Center by e-mail to [CODSupport@acs-inc.com](mailto:CODSupport@acs-inc.com). The school should include "Pell YTD" in the subject line. If a school is unable to e-mail its request, it can contact the COD School Relations Center by phone.